

Salary Schedule	MOU	Benefits
---------------------------------	---------------------	--------------------------

FINANCE DIRECTOR

DEFINITION

Under general direction, coordinates the long-term financial position and planning of the City; functions as the administrative head of the Finance Department and is the final departmental authority in all matters of policy and operations; organizes and controls all financial and fiscal activities, internal controls, and financial systems; plans and manages the City's operating and capital improvement budgets, and a comprehensive program of financial management; acts as the City's primary authority on financial issues; performs other related work as required. This position is Civil Service exempt.

DISTINGUISHING FEATURES

This is a single-position classification at the top management level. The Finance Director is appointed by and reports directly to the City Manager or his/her designee, is a member of the City's top management team and is responsible for all operations of the Finance Department. Various related financial, administrative and operational functions within the organization may be assigned to the department depending on the needs and priorities of the City.

The Finance Director ensures that the financial affairs of the City comply with all legal requirements and administrative regulation; protects the financial integrity of the City, promotes financial accountability and protection from loss and fiscal liability; ensures that accounting practices and methodologies produce full financial disclosure and prevent adverse audit opinions; ensures that unencumbered and unexhausted appropriations exist and are deposited to the proper accounts in order that money is available in the City Treasury with which to make authorized disbursements.

EXAMPLES OF DUTIES

1. Establishes the mission of the Finance Department through and in response to the assessment of City needs and priorities.
2. Directs and participates in the development of goals, objectives, policies and procedures for the Finance Department.
3. Plans, directs, supervises and coordinates activities of Finance Department personnel.
4. Plans and directs comprehensive financial and fiscal programs and related activities, and provides services to all City departments and component units in accordance with federal, state and other established rules and laws, including accounting, cash management, revenue collections, licensing, purchasing, payroll, and budget services, financing and programs; identifies operational problems, evaluates service provision and program effectiveness, evaluates alternatives and options, establishes priorities, and implements effective remedies and solutions.
5. Coordinates preparation, implementation and control of the City's biennial operating and capital improvement budget; forecasts City revenues, expenditures and year-end balances; analyzes revenue generating and cost-reducing proposals for capital and operating programs and prepares revenue and cost projections.
6. Reviews, evaluates, and implements improvements to administrative and financial control systems and procedures; directs design and control of Citywide integrated automated financial system.
7. Directs preparation of financial reports as required by law and regulation; prepares and oversees preparation of various financial reports and analyses; plans, directs, conducts, and/or reviews studies and reports.
8. Oversees provision of or assists in provision of staff support to elected officials and assigned boards and commissions including the City Treasurer and City Auditor.
9. Confers with other departments, agencies, public officials, vendors and contract providers regarding financial and budgetary issues; makes presentations on financial matters, projects, programs and activities.
10. Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
11. Responsible for the supervision, training and evaluation of Finance Department personnel.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in accounting, finance, economics, public or business administration or a related field. A related advanced degree is desirable.

Experience: Ten years of broad and extensive experience in all major phases of financial management and administration, including accounting and budgeting, at least five years of which shall involve responsible management experience.

Knowledge

Knowledge of the philosophy, objectives, trends, techniques and principles of public sector financial management and administration; principles and practices of centralized general, fund and government accounting, budget preparation and management, auditing, financial reporting, debt management, investment and financial analysis, revenue forecasting, purchasing, and business data processing; state, federal and local laws and regulations related to financial management.

Ability

Ability to effectively and efficiently plan, organize, coordinate and direct all financial activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee development and implementation of comprehensive financial programs and processes, and other fiscal activities; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; apply state, federal and local laws and regulations related to municipal financial management; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; and establish and maintain effective working relationships with employees, public officials, representatives from other agencies, service providers and vendors, and the general public.

Other Requirements

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.